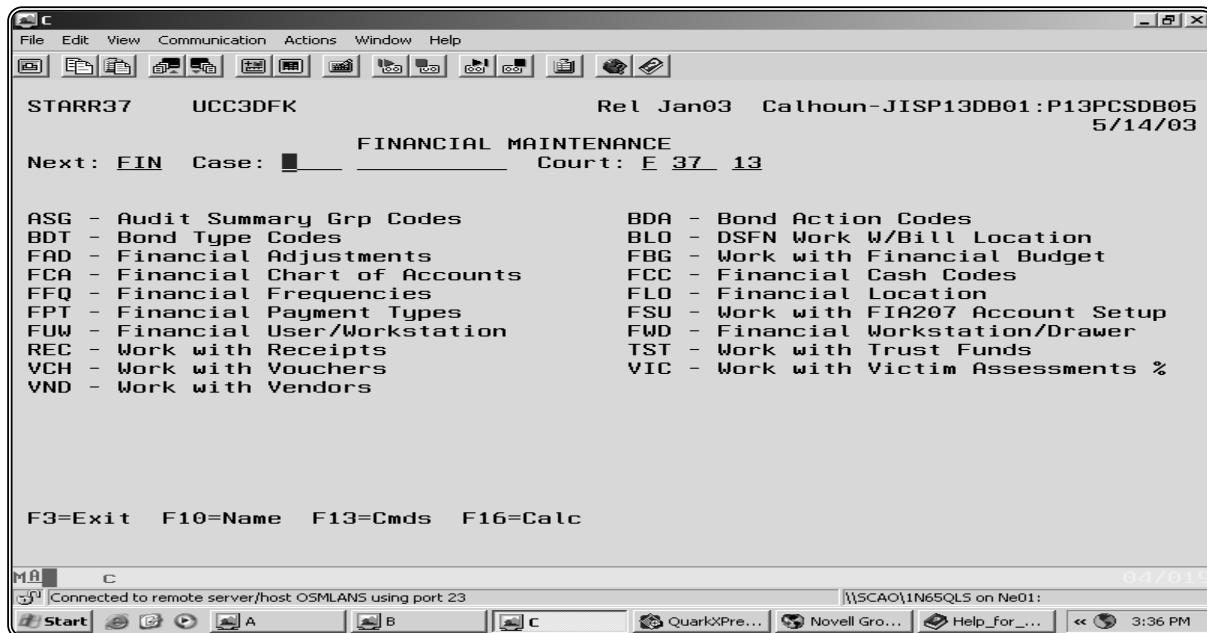


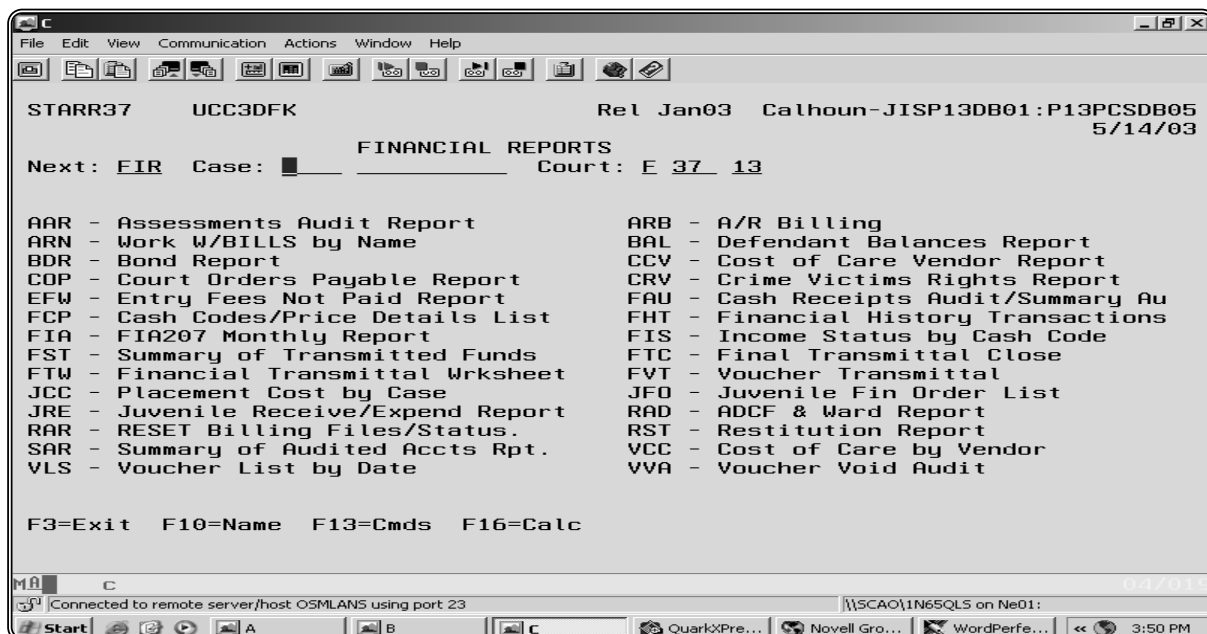
## Financial Management

There are two financial menus which allows a court to manage all of their financial needs.

- Financial Maintenance menu list files for a location to access and define functions and codes such as accounts, cash codes and price detail.



- Financial Report menu defines all reports that a location may utilize to track receivables, payables, case assessments, billing etc.

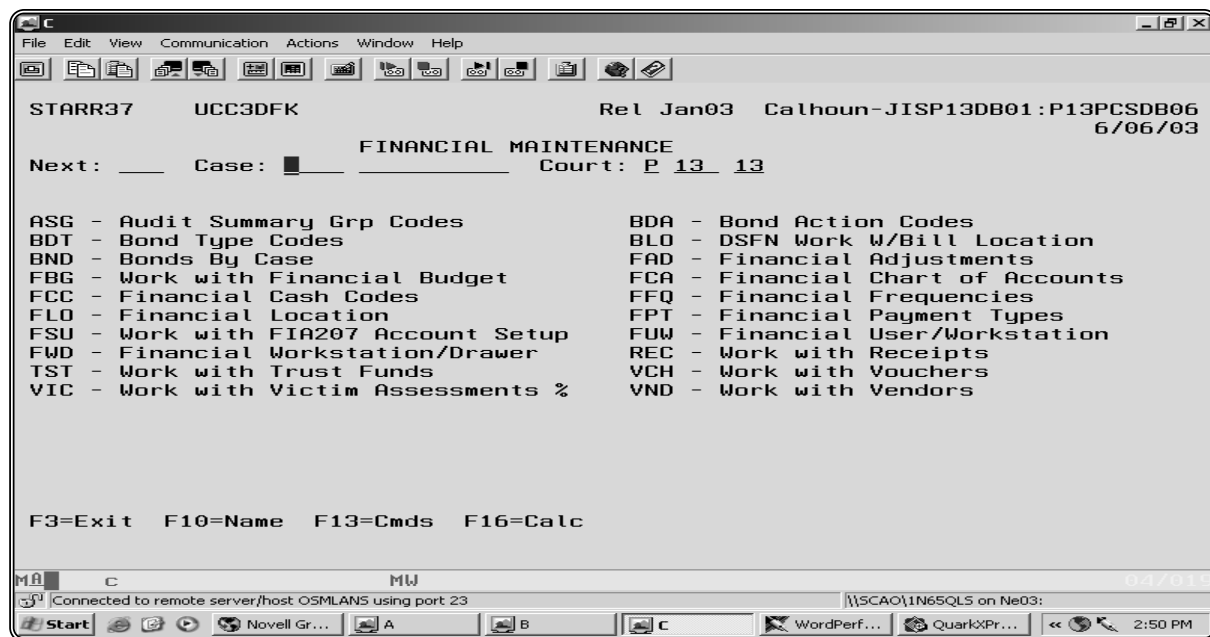


## Standard Function Keys

Most standard functions keys are displayed at the bottom of a screen, others are not listed but always available to the user.

<F1>	Help - Definition of field and its function.
<F2>	Positions the cursor to the top transaction line.
<F3>	Cancels any entry that is made on a screen before pressing <ENTER> or to exit from any screen.
<F4>	Prompt on a field for a list of all valid entries for that field.
<F6>	Create the subject matter within the screen.
<F10>	Name Inquiry - search for a name and display their cases.
<Shift F1> <F13>	System Commands - work with printer jobs, out queues.
<Shift F2> <F14>	Add additional comments to an event.
<Shift F4> <F16>	Inventory/Date calculator - computes probate inventory fees or calculates number of days from one date to another.
<Shift F5> <F17>	Top of screen
<Shift F6> <F18>	Bottom of screen
<Shift F7> <F19>	View a register of action's account history.
<Shift F8> <F20>	Access bonds from edit event screen.
<Shift F9> <F21>	Print forms, codes files, account files.

First, let's review some of the files categorized under the financial Maintenance Menu. Usually, these files are defined and maintained by the financial location's administrator.



## Financial Chart of Accounts

Chart of Accounts defines the account numbers used to generate receipts, vouchers and reports. Accounts can be created, modified, or deleted from this screen. Only a user with authority may access the Chart of Accounts.

Lets access the Financial Chart of Accounts by entering **FCA** at the transaction line, **<ENTER>**.

STARR37 UCC3DFK Rel Jan03 Calhoun-JI

FINANCIAL MAINTENANCE

Next: FCA Case:    Court: F 37 13

STARR37 UCBTDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD05 5/16/03

Work with Chart of Accounts

Court: F 37 13

Type options, press Enter.  
2=Change 4=Delete 5=Display C=Cash Codes

Fund: 701 Activity:    Account:    Sub-Account:   

Fund	Activity	Account	Sub-Account	Description	FIA207 Flag
C	701	710	228 370	CRIME VICTIM'S ASSESSMENT	
			Alternate Account: 701 7100 22800 370		
-	701	710	228 420	STATE COURT FUND	
			Alternate Account: 701 7100 22800 420		
-	701	710	228 421	STATE COURT FUND	
			Alternate Account: 701 7100 22800 421		
-	701	710	228 422	MOTION FEE - STATE	
			Alternate Account: 701 7100 22800 422		

F3=Exit F6=Create F10=Name F13=Cnds F16=Calc F21=Print

Create/add a new account number

Option C - Displays all cash codes and the amount/percentage of funds that are deposited in to the account number for that cash code.

## Chart of Accounts Field Descriptions

### ~Fund

This is a three character alpha/numeric field for the fund number of the account.

Example:     **701** 215 228 550 DNA FEE SHERIFF  
              701 would be the fund number for Trust & Agency accounts

### ~Activity

This is a three character alpha/numeric field that may represent the activity of an account, the office, department or program designation where specific funds are to allocated.

Example:     **701 215** 228 550 DNA FEE SHERIFF  
                  215 may identify the department receiving the funds

### ~Account

This is a three character alpha/numeric field that specifies the account number.

Example:     **701 215 228** 550 DNA FEE SHERIFF

### ~Sub Account

This is a three character alpha/numeric field that may further define the account number.

Example:     **701 215 228 550** DNA FEE SHERIFF  
              701 215 228 **551** DNA FEE CITY

### ~Description

The court location's description of the account number.

### ~FIA 207 Flag

Identifies if the account is is posted to the FIA207 report.

### ~Alternate Account

Courts may choose to associate an alternate account number for the treasurer's office, in addition to the regular account number. The alternate account number will only print on the Final Transmittal Close report.

Example:     701 215 228 550 DNA FEE SHERIFF  
Alternate Account # **701000-000228000-550**

## Financial Cash Codes

A cash code is assigned to identify an accounts usage. The code will be used throughout a financial location to record transactions. A cash code also includes Price Detail, which designates the disbursement amount to or from a specific account.

Lets access Financial Cash Codes by typing **FCC** at the next transaction line, **<ENTER>**.

STARR37    UCC3DFK    Rel Jan03    Calhoun-JIS

FINANCIAL MAINTENANCE

Next: FCC    Case:       Court: F 37 13

ASG - Audit Summary Grp Codes    BDA - Bond Action Co

BDT - Bond Tr Codes    BLD - BSEN Wa 4/81

STARR37    UCUYDFK    Rel Jan03    Calhoun-JISP13DB01:P13PCSD05

Work with Cash Codes    5/16/03

Court: F 37 13

Type options, press Enter.  
2=Change 5=Display 4=Delete P=Price

Code: APL    Search for the cash code APL

Code	Description	Paidwn Seq#	AUD SUM	Report Typ /Event	Full Pay	Allow Non\$-
ATT	ATTORNEY FEES/FAMILY	10	B	A Attorney F	N	Y
BND	POSTED BOND	10	B	B Bond	Y	Y
BONC	BOND FORFEITURE/CIRCUIT	1	BOND R	B Bond	N	Y
BONF	BOND FORFEITURE/FAMILY	1	BOND R	B Bond	N	Y
CASH	CASH	1	R	G General	N	N
CC01	CERTIFIED/PHOTO COPIES	10	B	G General	Y	N
COW	COST OF CARE - COUNTY WARD	10	B	D FIA207 (01	N	Y
CSF	COURT SERVICE FEE	10	B	C Costs	N	Y
CTSC	COURT COSTS/CIRCUIT	3	B	G General	N	Y +

F3=Exit    F6=Create    F10=Name    F13=Cmnds    F16=Calc    F21=Print

APL code is not found, so F6 to create.

## Edit Cash Code

STARR37 UCU5E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD05  
Edit Cash Code 5/16/03

Court: F 37 13

Cash Code: APL APPEAL TO CIRCUIT COURT Audit Summary Group: \_\_\_\_\_

Paydown Priority Seq: 5

Exp/Rev/Adj Type: R

Report Type/Event Created: G

Full Payment Needed: N

Allow Non-Monetary Payment Types: Y

### Field Descriptions

#### ~Court

Court type and number (will default to the user court).

#### ~Cash Code

Four character alpha/numeric field that will identify the cash receivable/payable code and the long description.

#### ~Audit Summary Group

Define the category for the cash code on the Summary of Audited Accounts Report.

#### ~Paydown Sequence

On a receipt the order of paydown for the cash code. Example: DNA may have a paydown number of 10. When a receipt is written monies will be disbursed to this cash code only after higher paydowns are disbursed.

#### ~Exp/Rev/Both

Define if the cash code is specific for expenditure, revenue or both.

#### ~Report Type/Event Created

Identify if the cash code is specific to a financial report.

Examples: Bonds, Crime Victims, Restitution.

If the cash code is not specific to a report type the court has the option of creating an event in the ROA.

#### ~Full Payment Needed

Y - Indicates that a full payment is needed for the cash code. N - Indicates that partial payment is acceptable.

#### ~Allow Non Monetary Payments

Denotes whether a cash code allows non monetary payments such as community service or jail time credit.

## Work with Price Details

Price detail determines the amount/percentage of a transaction that will be disbursed or withdrawn from the assigned accounts for a cash code.

```

Court: F 37 13

Type options, press Enter.
2=Change 5=Display 4=Delete P=Price

Code: APL

Code Description                      Paydwn AUD      Report
Seq#  SUM      /Ev
P APL APPEAL TO CIRCUIT COURT         4          R G Gener
ASF ADOPTION SEARCH FEE              1          B E Event
ADOPTI SUPPLEMENTAL PETITION         1          B E Event
  
```

"P" Next to the cash code will access Work with Price. Press  
**<ENTER>**

```

STARR37  UCA4DFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSD05
Work with Price                        5/19/03

Court: F 37 13

Cash Code: APL APPEAL TO CIRCUIT COURT

Type options, press Enter.
2=Change 4=Delete 5=Display

Effective Date: _____

Effective Date    Amount/Percent    Amount    Victim Assessment
2 1/01/2004       110.00      Amount      N
1/01/1900        100.00      Amount      N

F3=Exit  F6=Create  F10=Name  F13=Cmde  F16=Calc
  
```

Create price details or use options to display or modify details.



## Edit Price/Price Details field definitions

STARR37 UCBXETK Rel Jan03 Calhoun-JISP13DB01:P13PCSD05  
 Edit Price/Price Details 5/19/03

Court: F 37 13  
 Cash Code: APL

Eff Date: 1/01/2004  
 Cash Type: A (A/P) Amount Amt/Pct: 110.00 Victim Assessment: N

Amt/Pct	Fun	Act	Acc	Sub	ACDF	WARD	Col	FIA
				Acc	Col	Col	Typ	207
16.50	701	710	228	420	STATE COURT FUND			
					Alternate Account: 701 7100 22800 420			
93.50	101	133	608	000	COUNTY GENERAL FUND			
					Alternate Account:			
					Alternate Account:			
					Alternate Account:			
					Alternate Account:			

F3=Exit F10=Name F13=Cmde F16=Calc F23=Cancel Cash Details

Connected to remote server/host OSMLANS using port 23

### ~Effective Date

Date the price detail is available for use.

### ~Cash Type

Indicates if the price detail is a variable amount. Valid entries are "A" Amount or "P" Percentage.

Example Filing Fee \$100.00 is an "A" fixed amount  
 Court Cost \$???.00 is a variable "P" percentage amount

### ~Amt/Pct

Indicate the total fixed amount or total (100%) percent amount.

### ~Victim Assessment

Denotes if the the cash code is a crime victims assessment fee. Specify as "Y" Yes for Restitution and Crime Victims.

### ~Amt/Pct

The amount or percent of the total amount due, that will be linked to the account.

### ~Fund/Activity

The account that will be linked to the cash code's Amt/Pct.

### ~ACDF/Ward/Col Type/FIA 207

Specify what column the amount/percent is to be reported on for the Juvenile ADCF report, prompt for options. Also displays a "Y" if the account falls on the FIA 207 report, this is determined at the account level.

## Receipts

Now, that we have created some cash codes we can write a receipt.

There are two receipting types that are generated in TCS

1. Cash Receipts - Any receipt not resulting from a financial order
2. Name(Case) Receipts - A receipt related to a financial order.

### Cash Receipt

R E C E I P T		6/06/03
CALHOUN CENTRAL FINANCE 161 E. MICHIGAN AVE BATTLE CREEK, MI 49014		Court: P 13 13 Printer: PRT03 Receipt No.: 466 Receipt Date: 6/06/2003
Cashier: STARR37 Paid By: JOHN DOE		Receipt Total: 20.00 Total Tendered: 20.00 Change: .00
		Amount
CCC CERTIFIED COPY		10.00
MAR MARRIAGE CEREMONY		10.00

### Name/Case Receipt

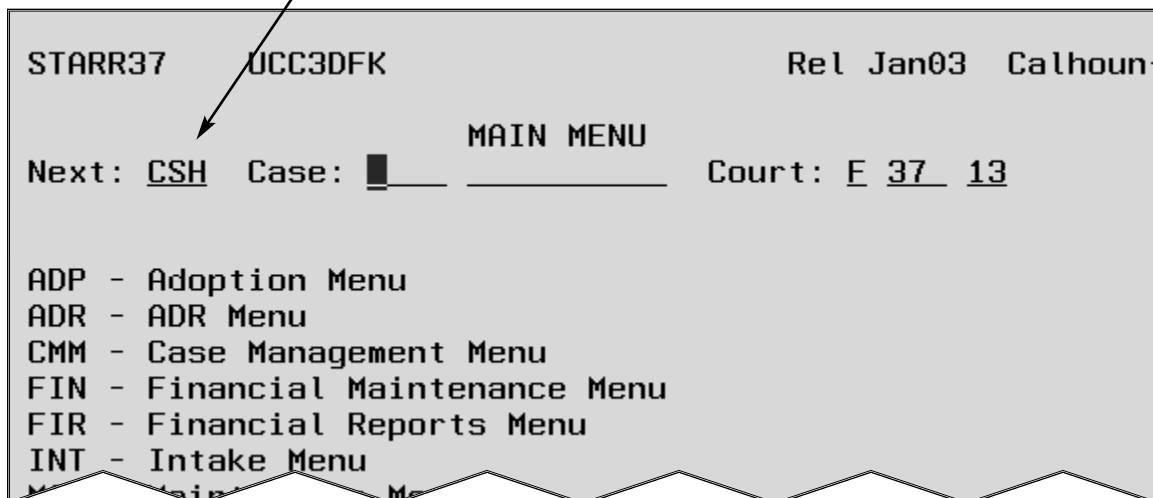
R E C E I P T		6/06/03
CALHOUN CENTRAL FINANCE 161 E. MICHIGAN AVE BATTLE CREEK, MI 49014		Court: F 37 13 Printer: PRT07 Receipt No.: 151 Receipt Date: 6/06/2003
Cashier: STARR37 Paid By: VANROYEN,DUSTIN,		Receipt Total: 50.00 Total Tendered: 50.00 Change: .00 Balance Due: 1970.00
		Amount
CVAF CRIME VICTIM'S RIGHT DUSTIN VANROYEN 2003 0300001501		20.00
RST RESTITUTION DUSTIN VANROYEN		30.00

First, let's look at a **cash** receipt. A cash receipt may be accessed

- automatically by creating an event with a "CSH" event category attached to a specific event

or

- By typing **CSH** at the next transaction line and pressing **<ENTER>**



The screenshot shows a terminal window with the following text:

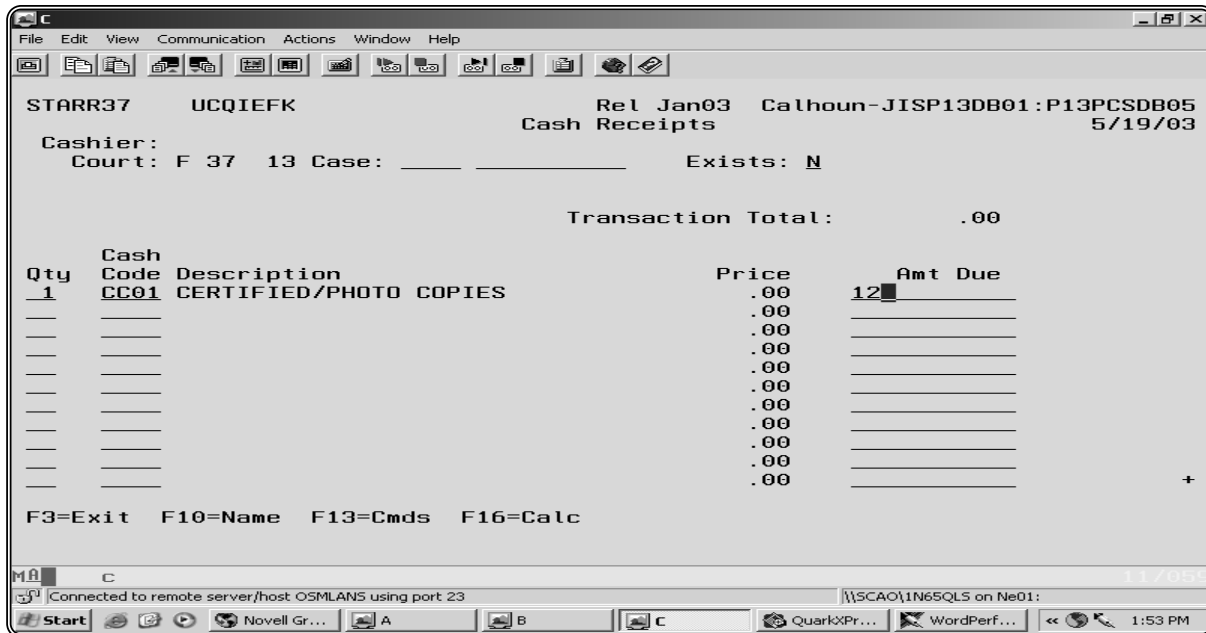
```
STARR37    UCC3DFK                      Rel Jan03  Calhoun-
Next: CSH  Case:             MAIN MENU  Court: E 37 13

ADP - Adoption Menu
ADR - ADR Menu
CMM - Case Management Menu
FIN - Financial Maintenance Menu
FIR - Financial Reports Menu
INT - Intake Menu
```

An arrow points from the word "CSH" in the list above to the "CSH" option in the "Next:" field of the menu.

# Cash Receipt

Complete the following screens



~Cashier

The user's financial password as defined in the user profile. This text is hidden.

~Court

Courts ID number (defaults)

~Case

The court may choose to include a case number. The case number will be included on the receipt, if "Y" case exists on the system and the cash code has a report type of "create event" an event will also be created for the case. This will not update financial orders for a case, that type of receipt must be executed through name/case receipting.

~Quantity

Number of items for cash codes with a fixed amount.

~Cash Code

Enter the cash code for the transaction. Description will appear if user prompts and selects.

~Amount Due

Type the amount due.

Fixed amounts will automatically be entered upon pressing **<ENTER>**.

## Cash receipting continued

STARR37 UCCNETK Rel Jan03 Calhoun-JISP13DB01:P13PCSDBO  
Edit Payment Information 5/19/03

Court: F 37 13  
Cashier:  
Paid By: JAMES SMITH Receipt Date: 5/19/2003  
Cmt:  
Total Due: 12.00 Total Received: 12.00  
Bond Applied: .00 Change Due: .00

Pymt Type	Description	Reference Code	Amount Received
CK	CHECK	4892	12.00

F3=Exit F10=Name F13=Cmnd F16=Calc CONFIRM: ☒ (Y/N)

Connected to remote server/host OSMLANS using port 23 \\SCAO\1N65QLS on Ne01: 2:24 PM

## ~Cashier

The user's financial password as defined in the user profile. This text is hidden.

## ~Paid by

Enter the name of payor.

## ~Receipt Date

Will default to current date.

## ~Cmt

Additional comments the user may choose to add.

## ~Payment Type

Payment type (i.e. Cash, Check, Credit Card).

## ~Reference

Information relating to the payment type such a check number, or credit card number. This field may be mandatory for some payment types.

## ~Amt. Rec

Amount received for payment.

Press <ENTER>

## ~Confirm

Screen will ask the user to verify payment information, press <ENTER>.

The transaction is complete and a receipt will print.

## Name/Case Receipts

This receipting process updates financial orders relating to a name and case.

Option: Z = Receipting is available from

- Work with Names - Z next to the name reveals a receipt that includes financial orders on all cases for the name.
- Work with Cases - Z next to the case reveals a receipt for financial orders on the case.
- Display financial orders - Z next to the assessment order reveals a receipt for financial order on the the case.

Lets create a receipt from Work with Names

Enter a name at the search line. Press **<ENTER>**

STARR37 UCHRDFK UCSGEN test 5/19/03

Next: Case: Court: C 37 13

Type options, press Enter.

2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases F=Fin Info  
J=Juvenile M=Money W=Wills Z=Receipts

Name: WIEBER, STARR

Name	X R	DOB	SSN	City	Alt
Z WIEBER, STARR,	F WA	5/14/1957		LANSING	
WIERD, MOM,	F WA				
WILEY, E, COYOTE,	M SA	5/01/1994	355-83-3456		
WILLIAMS, ANDY, SR.	M SA	5/28/1934		NEW YORK	
WILLIAMS, JABDUL, ABBA,	U				Y
WILLIAMS, JAYSEN, T,	U	9/29/1967		IONIA	
WILLIAMS, RALPH,	M WA				Y
WILLIAMS, ROBBY,	U				Y
WILLIAMS, ROBERT,	M WA				+

F3=Exit F6=Create F13=Cmnds F16=Calc

Connected to remote server/host OSMANS using port 23

MSCAO\IN65QLS on Ne01:

Start Novell Gr... A B C QuarkXPr... WordPerf... 4:27 PM

Type option **Z** next to the name. Press **<ENTER>**

Name/Case receipting continued  
Complete the following screens.

All financial orders that have been assigned with this name as the **Payor**, will appear on the Name Receipting screen.

STARR37 UCCTETK UCSGEN test 5/19/03

Name Receipting

Enter Financial Password

Total Victim Assess: 10.00 Total Court: 1150.00 VA%: 50.00

Total Paid: 300.00

Bond Applied: .00 Total Balance: 1160.00

Cash Code	Balance Due	Amount Paid
AFE ATTORNEY FEE STATE OF MICHIGAN V 2000 0000000521	145.00	145.00
FOR FORENSIC FEE STATE OF MICHIGAN V 2000 0000000523	150.00	145.00
STATE OF MICHIGAN V 2000 555	125.00	
STATE OF MICHIGAN V	400.00	
CVA CRIME VICTIM STATE OF MICHIGAN V 2001 20	10.00	10.00
COST COURT COSTS STATE OF MICHIGAN V 2001 23	190.00	
COST COURT COSTS STATE OF MICHIGAN V 2003 0000000031	140.00	

F3=Exit F6=Create F10=Names F13=Cmnds F16=Calc

CONFIRM: Y (Y/N)

Press <ENTER> twice for automatic disbursement

STARR37 UCCNETK UCSGEN test 5/20/03

Edit Payment Information

Enter Financial Password

Court: C 37 13

Cashier: WIEBER, STARR

Paid By: WIEBER, STARR

Receipt Date: Enter amount received

Total Due: 300.00 Total Received: 300.00

Bond Applied: .00 Change Due: .00

Pymt Type	Description	Reference Code	Amount Received
C CHECK		2938	300.00

Enter payment type

Paid by may be modified

Reference number if applicable, mandatory for checks, credit cards etc.

F3=Exit F10=Name F13=Cmnds F16=Calc

CONFIRM: Y (Y/N)

Press <ENTER>, press <ENTER> again to confirm. Transaction is complete, receipt will print, and financial orders will be updated.

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## How to Create a Financial Order

Financial orders can only be created from the event screen.

STARR37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD05  
 Edit Event 5/20/03  
 Crt: F 37 13  
 Case: 2003 0000000011 DL JOEL SMITH Adjudicat  
 Attorneys:  
 REED Filed: 1/20/2003 Disposed: 3/20/2003 Reopened:  
 Evt: DSP Dte: 03262003 Plea: Dsp: Pgm/Rslt: Monetary: Y  
 Pty: JUV 1 Cnt: Attny: Jur: Due Dte:  
 Cmt:  
 Form: Register: Receipt: Amount:  
 Legal Status: Curfew Time: Weekday: /Weekend:  
 Placement: Type: Custody: Begin: End:  
 Facility: Spec Rate: Pty: No Charge:  
 Schedule Next Action:  
 Next: Date: Time: Jur: Ctrm:  
 Cmt:  
 F3=Exit F10=Name F13=Cmds F14=More Comments F16=Calc F20=Bonds

Enter a "Y" at Monetary

Financial orders are assessments ordered by the court for an individual on a case.

Examples Crime Victims, Restitution, Court Cost, Child Support,  
 Placement Cost, Late Fees, Probate Inventory Fees.

Upon pressing <ENTER> the user will see the Edit Monetary Orders screen.

## Edit Monetary Orders

Complete the applicable fields.

Remember most fields are promotable-**<F4>**

STARR37 UCHQEFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD05  
 Edit Monetary Orders 5/20/03  
 Court: F 37 13 Case: 2003 0000000011 DL JOEL SMITH  
 Attorneys: REED  
 Event: DSP 3/26/2003 DISP HEARING Pty: JUV 1 Cnt: 0

Cash Code	Total Amount	Respond	Payor	Begin Payment	End Payment	J/S	Balance Fwd Paid
CVAE	20.00	JUV 1	JUV 1	3/26/2003		N	Frequency: _
RST	200.00	JUV 1	JUV 1	3/26/2003		N	Frequency: _
ATTE		JUV 1	NM 1	3/26/2003		N	Frequency: M
DAY		JUV 1	NM 1	3/26/2003		N	Frequency: W
		JUV 1	JUV 1	3/26/2003		N	Frequency: _ +

F3=Exit F10=Names F13=Cmnds F16=Calc

Page down to add additional financial orders.

### Header information

#### ~Event

Event code, date, and long description of the event in which the monetary flag was marked "Y".

#### ~Pty

Party associated to the event.

#### ~Cnt

Charge count (if applicable).

### Financial Order information

#### ~Cash Code

Specify the cash code assigned for the assessment.

#### ~Total Amount

Enter the total amount ordered for the cash code .

#### ~Respond

The party relating to the event.

**~Payor**

Person responsible for payment of the assessment. Will default to event party, but can be modified to any party on the case.

**~Begin/End Dates**

Date the assessment payments are to start and end. (Format MMDDYYYY)

**~J/S**

Indicates whether or not a restitution order is joint and several.  
Default is "N" No, "Y" Yes.

**~Balance Forward**

Amount that has been paid to date, but not on the TCS system.

**~Pay Seq**

The pay sequence, as previously, determined for the cash code.

**~Periodic Amt**

Specific amount that is to be paid periodically. Periodic payments will continue to calculate the payment assessment as defined by the frequency, until a end date or total amount assessed is entered for the periodic.

**~Frequency**

Defines payment frequency. (Daily, Weekly, Monthly)

Once the financial order information is completed. Press **<ENTER>**

## Modifying a Financial Order

Work with Cases for Joel Smith

STARR37 UCUADFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD05  
Work with Cases for SMITH, JOEL, 5/20/03 1240.00

Next: \_\_\_\_ Case: \_\_\_\_ Court: E 37 13

Type options, press Enter.  
2=Change 4=Delete 5=Display 6=Notes A=Abs B=Bonds C=Charges E=Events  
F=Forms M=Money N=Nxt Actns P=Parties R=ROA S=Sent W=Warrant Z=Receipt

Case	Jur	Pty	Typ	Alt	Pty Filed	Court	Balance
2003 0000000011 DL JOEL SMITH		JUV	1		1/20/2003	F 37 13	220.00
2003 0000000012 DL JOEL SMITH		JUV	1		3/20/2003	F 37 13	1020.00

Enter option "M" next to the case to display Monetary Financial Orders - Press <ENTER>

Display balance for financial orders on all cases.

Display balance for financial orders on a case.

Start F16=Calc F17=Top F18=Bottom F21=Prt

Display financial orders contains options available for the user, if he/she has authority.

STARR37 UCKIDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD05  
Display Financial Orders 5/20/03

Crt: F 37 13  
Case: 2003 0000000011 DL JOEL SMITH Adjudicate  
Attorneys:  
Jur: REED Filed: 1/20/2003 Disposed: 3/20/2003 Reopened:

Type options, press Enter.  
4=Delete 5=Display A=Adjust C=Co Cases F=Fin Adjust V=Victims Z=Receipts

Cash	Parties	J/	Order	Periodic	F	Total
Code	Respond	Payor	S Begin Date	Amount	Amount	Balance
CVAF	JUV	1 JUV	1 N 3/26/2003	20.00		20.00
RST	JUV	1 JUV	1 N 3/26/2003	200.00		200.00
ATT	JUV	1 NM	1 N 3/26/2003	.00	10.00 M	20.00
DAY	JUV	1 NM	1 N 3/26/2003	.00	5.00 W	40.00

"A" next to fin order to Adjust the ordered assessment.

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc F21=Print

## "A" Adjust Assessment

This type of adjustment will increase or decrease the "Total Assessed" amount and should only be used if the total assessed was entered incorrectly, a balance forward needs to be updated, or a periodic requires an end date.

STARR37 UCLPE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD05  
 Edit Monetary Assessments 5/20/03

Crt: F 37 13 Case: 2003 0000000011 DL  
 Event: 3 3/26/2003 DISPOSITIONAL HEARING  
 Fin Order: 3 Restitution Order: 0 Joint/Several: N

Respond Pty: JUV 1 SMITH,JOEL,  
 Payor Pty: NM 1 SMITH,JOELLEN,  
 Cash Code: ATTF ATTORNEY FEES/FAMILY

Pay Seq: 10  
 Reason:

Begin Date: 3/26/2003 End Date:

Periodic Pay Amount: 10.00 Frequency: M

Last Billing Dt: Total Billed: .00 Bill Sts: New N

F3=Exit F10=Name F13=Cmnds F16=Calc

Calc Assess: 20.00  
 Total Assessed: 20.00  
 Balance Fwd Pd: 0.00  
 Receipts: 0.00  
 Fin Adjustments: 0.00  
 Balance Due: 20.00

Fields available to modify

### ~Total Assessed

Overwrite or enter a total assessed amount.

### ~Balance Forward

Enter a balance forward if it was not entered at the time the fin order was created.

### ~Reason

Enter a reason code that identifies why the the assessment is being modified.  
 Example: Fin order entered in error, modify periodic

### ~End Date

The date that a periodic payment ends.

### ~Periodic Pay Amount

Modify the amount to be paid periodically.

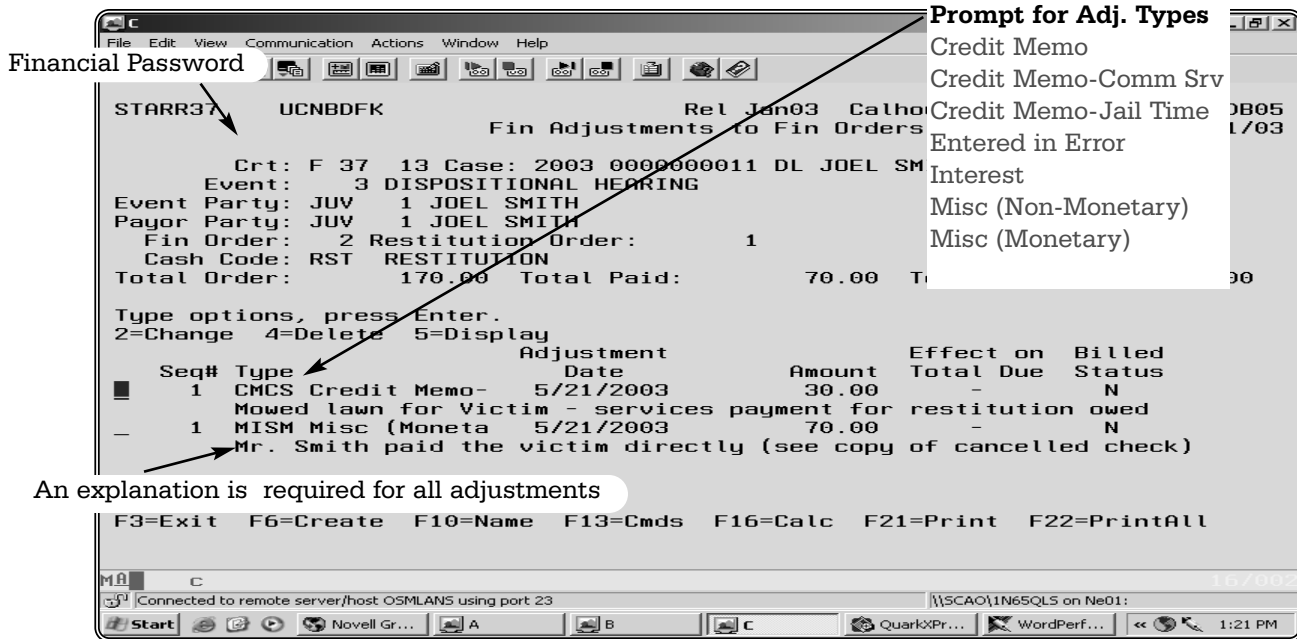
### ~Frequency

Modify the frequency for payments.

**NOTE:** If billing status is "B" or "P" and the adjustment to the assessed amount or a periodic is less than the billed amount, a Create Credit Memo window will be displayed for completion.

## “F” Fin Adjustment

These types of adjustments are used to modify assessments on the Total Ordered or the Total Paid fields, while the display financial order screen retains the original order information.



An explanation is required for all adjustments

The following adjustment types effect the “Total Ordered” field, only on this adjustment screen while retaining the original amount assessed by the court on the display financial order screen.

- Credit Memo
- Credit Memo - Community Service
- Credit Memo - Jail Time Served
- Entered in error
- Miscellaneous (Non-Monetary) (i.e. Probation Discharged or Revoked)

The following adjustments types effects the “Total Paid” field, only on the adjustment screen while retaining the original amount assessed by the court on the display financial order screen.

- Miscellaneous (Monetary) (i.e. Restitution paid directly to victim)
- Interest

After adjusting the Total Ordered or the Total Paid, the Total due will reflect the new calculated amount.

$$\$170.00 - \$70.00 = \$100.00$$

Example Total Order amount - Total Paid amount = Total Due amount

Now that the Fin Adjustments have been completed let's view and compare the Display Financial Orders screen and the Fin Adjustment screen.

Remember "M" at the w/w cases screen to Display Financial Orders

STARR37 UCKIDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD805  
Display Financial Orders 5/21/03

Crt: F 37 13  
Case: 2003 0000000011 DL JOEL SMITH  
Attorneys: Adjudicate  
Jur: REED Filed: 1/20/2003 Disposed: 3/20/2003 Reopened:

Type options, press Enter.  
4=Delete 5=Display A=Adjust C=Co Cases F=Fin Adjust V=Victims Z=Receipts

Cash	Parties	J/S	Begin Date	Order Amount	Periodic Amount	F/Q	Total Balance
CVAF	JUV 1 JUV	1 N	3/26/2003	20.00			20.00
RST	JUV 1 JUV	1 N	3/26/2003	200.00			100.00
ATTF	JUV 1 NM	1 N	3/26/2003	.00	10.00	M	20.00
DAY	JUV 1 NM	1 N	3/26/2003	.00	5.00	W	40.00

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc F21=Print

"F" to view Fin Adjustments

The original ordered amount remains at \$200.00

Below the fin adjustments are displayed for the restitution order, and conveys how the Total Ordered and Total Paid were effected.

STARR37 UCNBDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD805  
Fin Adjustments to Fin Orders 5/21/03

Crt: F 37 13 Case: 2003 0000000011 DL JOEL SMITH  
Event: 3 DISPOSITIONAL HEARING  
Event Party: JUV 1 JOEL SMITH  
Payor Party: JUV 1 JOEL SMITH  
Fin Order: 2 Restitution Order: 1  
Cash Code: RST RESTITUTION  
Total Order: 170.00 Total Paid: 70.00 Total Due: 100.00

Type options, press Enter.  
2=Change 4=Delete 5=Display

Seq#	Type	Adjustment Date	Amount	Effect on Total Due	Billed Status
1	CMCS Credit Memo-	5/21/2003	30.00	-	N
1	MISM Misc (Moneta	5/21/2003	70.00	-	N

Mr. Smith paid the victim directly (see copy of cancelled check)

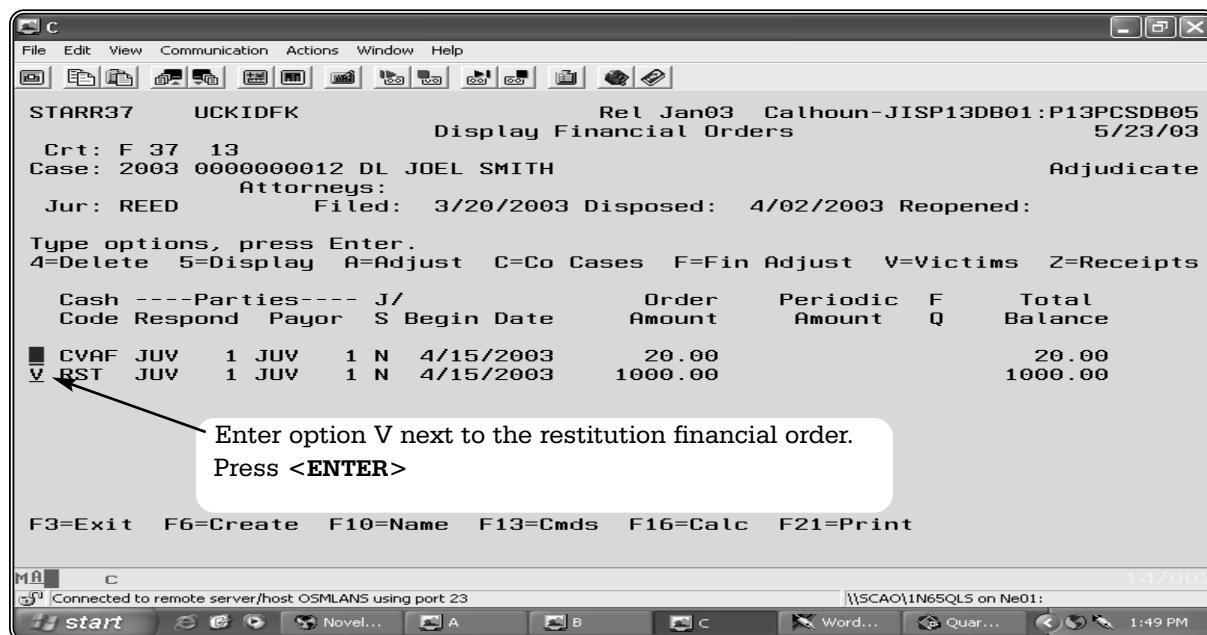
F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc F21=Print F22=PrintAll

## Restitution

A restitution financial order is created with the same process that is used for creating all financial orders, as explained on page 18. Now, we will illustrate other phases of restitution such as, how to define victims, create vouchers, and joint/several processing.

### Defining Victims

Once a restitution order has been established the victims can be defined.





STARR37 UCL6EFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD05  
Add Restitution Order Victim(s) 5/23/03

Cashier:

Crt: F 37 13  
Case: 2003 0000000012 DL JOEL SMITH

Restitution #:	2	Joint/Several:	N
Assessed:	1000.00	Paid:	.00
Victims Ordered:	.00	Vouchered:	.00
Outstanding:	1000.00	Outstanding:	.00

Restitution Victim	Amount Due	Balance Forward
HARRINGTON, MICHAEL,	200	Vouchered
CAULKINS, STAN,	200	
CLEMENS, ROGER,	200	
ZUKER, WILLIAM,	400	

Enter each victims name and the amount to be reimbursed. Press <ENTER>

The system will automatically take you to the name index to select or create each name on the screen. Once all of the names have been selected

Press <ENTER> The system will return to the display financial order screen

Now that the victims are defined, a V next to the restitution order the screen will display all facts regarding the restitution order number.

STARR37 UCKZDTK Rel Jan03 Calhoun-JISP13DB01:P13PCSD05  
Display Restitution Order/Victim 5/23/03

Crt: F 37 13  
Case: 2003 0000000012 DL JOEL SMITH

Restitution Order #2

Restitution #:	2	Joint/Several:	N
Assessed:	1000.00	Paid:	.00
Victims Ordered:	1000.00	Vouchered:	.00

Type options, press Enter.  
2=Change 4=Delete 5=Display V=Voucher

Restitution Victim	Amount Due	Vouchered	Balance Due
CAULKINS, STAN,	200.00	.00	200.00
CLEMENS, ROGER,	200.00	.00	200.00
ZUKER, WILLIAM,	400.00	.00	400.00
HARRINGTON, MICHAEL,	200.00	.00	200.00

F3=Exit F6=Create 10=Name F13=Cmnds F16=Calc

**Note:** A restitution victim's name will **not** be associated with the case when entering a "C" next to the name in the name index.

## Restitution Voucher

Once payments have been received for a restitution order the court can disburse the funds to the victims. The restitution report "RST" at the next action line, is a useful tool to assist with this process by listing cases with unapplied restitution and victims names for vouchering.

STARR37 UCKZDTK Rel Jan03 Calhoun-JISP13DB01:P13PCSD05  
Display Restitution Order/Victim 5/23/03

Crt: F 37 13  
Case: 2003 0000000012 DL JOEL SMITH

Restitution #: 2 Joint/Several: N  
Assessed: 1000.00 Paid: 80.00  
Victims Ordered: 1000.00 Vouchered: .00  
**Outstanding:** 80.00

Type options, press Enter.  
2=Change 4=Delete 5=Display V=Voucher

Restitution Victim	Amount Due	Vouchered	Balance Due
V CAULKINS, STAN,	200.00	.00	200.00
V CLEMENS, ROGER,	200.00	.00	200.00
- ZOKER, WILLIAM,	400.00	.00	400.00
- HARRINGTON, MICHAEL,	200.00	.00	200.00

F3=Exit V next to each victim's name creates a voucher

STARR37 UCMPPVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD05  
Restitution Voucher 5/23/03

Cashier:  
Crt: F 37 13  
Case: 2003 0000000012 DL JOEL SMITH

Restitution #: 2 Total Paid: 80.00 Outstanding: 80.00

Restitution Victim: CAULKINS, STAN,  
Balance Due: 200.00  
Ordered: 200.00  
Vouchered: .00  
**Available to Voucher:** 80.00  
Voucher Amount: 20.00

Cmt: \_\_\_\_\_

Voucher Date: 5/23/2003 Print Voucher: Y (Y/N) Copies: 1

F3=Exit F10=Name F13=Cmnds F16=Calc CONFIRM: Y (Y/N)

Enter the Voucher amount. The court must determine the precise amount for each victim from the amount available.

~Print Voucher

Y = Print individual vouchers

N = Vouchers will be held and can be printed in list form, on the Vouchers by List report.

Once the outstanding restitution has been disbursed by voucher to the victim(s) the screen will reflect the changes.

STARR37 UCKZDTK Rel Jan03 Calhoun-JISP13DB01:P13PCSD05  
Display Restitution Order/Victim 5/23/03

Crt: F 37 13  
Case: 2003 0000000012 DL JOEL SMITH

Restitution #: 2 Joint/Several: N  
Assessed: 1000.00 Paid: 80.00  
Victims Ordered: 1000.00 Vouchered: 80.00

Type options, press Enter.  
2=Change 4=Delete 5=Display V=Voucher

Restitution Victim	Amount Due	Vouchered	Balance Due
CAULKINS, STAN,	200.00	20.00	180.00
CLEMENS, ROGER,	200.00	20.00	180.00
ZUKER, WILLIAM,	400.00	20.00	380.00
HARRINGTON, MICHAEL,	200.00	20.00	180.00

F3=Exit F6=Create 10=Name

Currently no outstanding restitution.

Vouchered amount to date.

## Restitution Joint and Several

Restitution can be assessed as joint and several which means that multiple parties are responsible for compensation of one restitution order to a victim(s) for damages.

Joint and several facts:

- Each restitution order created is assigned a specific restitution number.
- When initiating a joint/several restitution financial order it must be specified with a "Y" in the J/S column.
- A existing restitution financial cannot be modified to joint/several.
- The first co-party ordered restitution joint/several, should be designated as the primary party/case.
- All other co-parties ordered joint/several on a restitution order will be considered as secondary party/case(s).
- Payments received by a co-party will update the restitution financial order and be reflected as a financial adjustment for the other co-parties.
- Victim(s) are only added to the restitution order one time, through any one of the co-parties edit monetary orders screen.

STARR37 UCHQEFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
 Edit Monetary Orders 6/03/03  
 Court: F 37 13 Case: 2003 0300001401 DL DANIEL VANROYEN  
 REED Attorneys:

Event: DSP 5/21/2003 DISP HEARING Pty: JUV 1 Cnt: 0

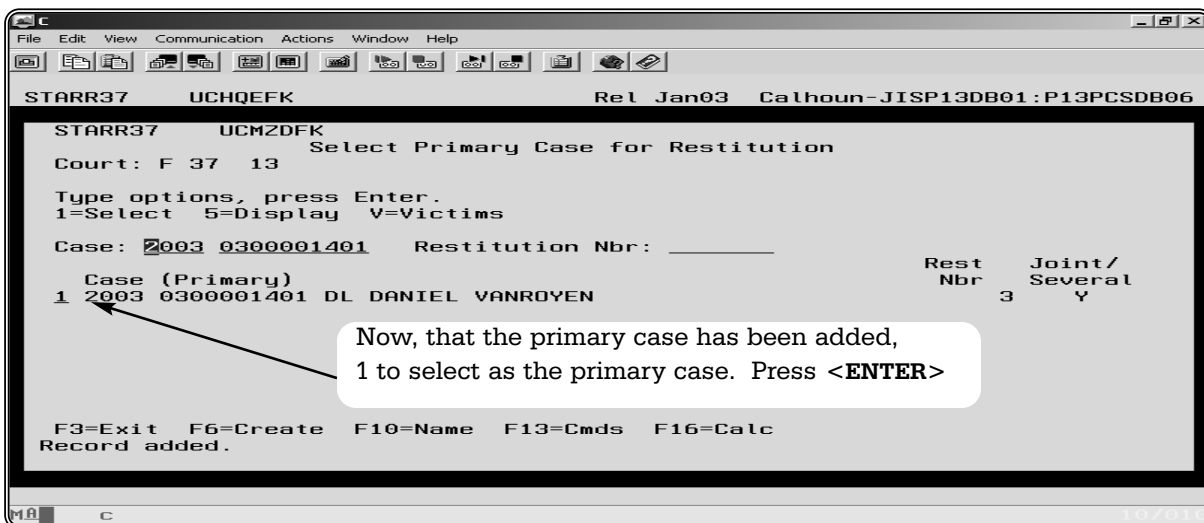
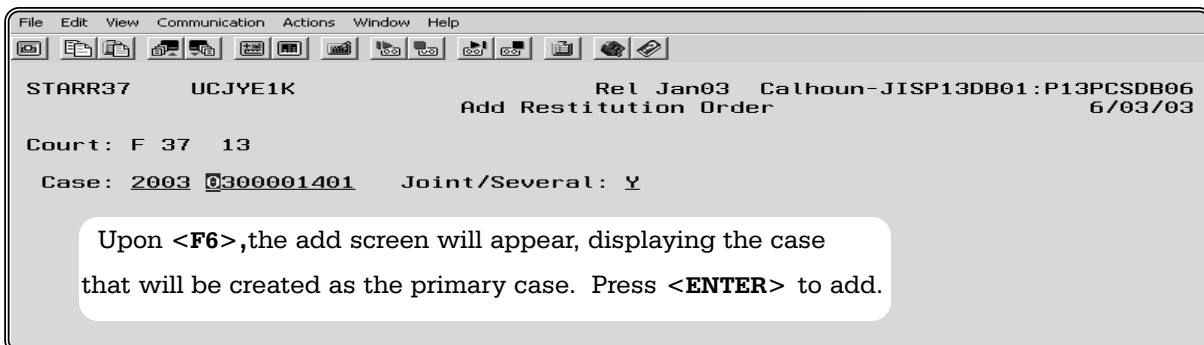
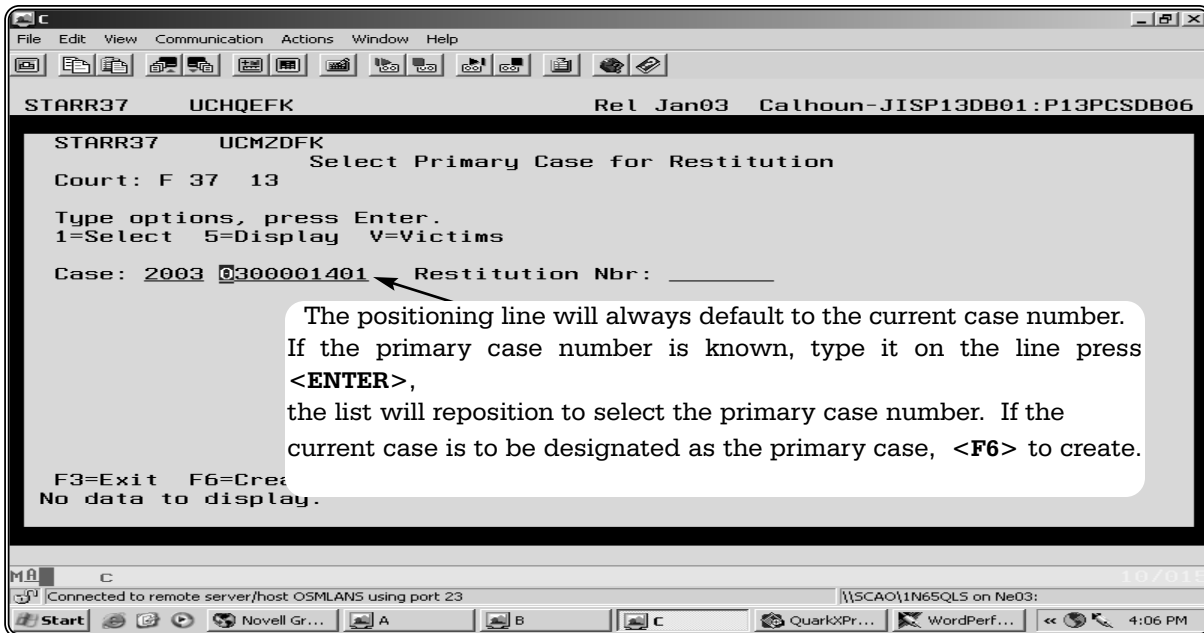
Cash Code	Total Amount	Parties	Begin Payment	End Payment	J/S	Balance Fwd Paid
RST	2000	JUV 1 JUV 1	5/21/2003		Y	
		Pay Seq: 2	Periodic Amt:			Frequency: _
		JUV 1 JUV 1	5/21/2003		N	
		Pay Seq:	Periodic Amt:			Frequency: _
		JUV 1 JUV 1	5/21/2003		N	
		Pay Seq:	Periodic Amt:			Frequency: _
		JUV 1 JUV 1	5/21/2003		N	
		Pay Seq:	Periodic Amt:			Frequency: _
		JUV 1 JUV 1	5/21/2003		N	
		Pay Seq:	Periodic Amt:			Frequency: _ +

F3=Exit F10=Names F13=Cmnds F16=Calc

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Once all financial orders are added to the screen - Press **<ENTER>**

When a restitution financial order is marked "Y" in the J/S field, the Select Primary Case for Restitution screen will appear.



Now, lets add a co-party on a joint and several restitution order. Create the financial order through normal event processing, except enter a "Y" in the J/S column.

STARR37 UCHQEFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
 Court: F 37 13 Case: 2003 0300001501 DL DUSTIN VANROYEN 6/04/03  
 REED Attorneys:  
 Event: DSP 6/01/2003 DISP HEARING Pty: JUV 1 Cnt: 0

Cash Code	Total Amount	Parties	Begin Payment	End Payment	J/S
RST	2000.00	JUV 1 JUV 1	6/01/2003		Y
CVAF	20	JUV 1 JUV 1	6/01/2003		N
		JUV 1 JUV 1	6/01/2003		N
		JUV 1 JUV 1	6/01/2003		N
		JUV 1 JUV 1	6/01/2003		N
		JUV 1 JUV 1	6/01/2003		N
		JUV 1 JUV 1	6/01/2003		N

F3=Exit

Total amount assessed must match amount assessed on primary case, otherwise an error message will be displayed.

**Note:** If the any payments have been applied, they must be entered as a balance forward when adding secondary defendants, in order for the restitution amounts to balance.

STARR37 UCHQEFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
 STARR37 UCMZDFK  
 Court: F 37 13  
 Type options, press Enter.  
 1=Select 5=Display V=Victims  
 Case: 2003 Restitution Nbr: \_\_\_\_\_

Case (Primary)	Rest Nbr	Joint/Several
2003 0000000011 DL JOEL SMITH	1	N
2003 0000000012 DL JOEL SMITH	2	N
1 2003 0300001401 DL DANIEL VANROYEN	3	Y

F3=Exit F6=Create F10=Calc

Select the primary case (first co-party ordered)

Continue to add co-parties as ordered.

Viewing co- parties for on a restitution order.

STARR37 UCKIDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
 Display Financial Orders 6/04/03  
 Crt: F 37 13 Bond: Auth: Adju Pub  
 Case: 2003 0300001401 DL GKR DANIEL VANROYEN  
 Atty: Worker: CHR CVACHR CVACHR CVA  
 File: 1/03/2003 Dispose: 4/23/2003 Reopen: Close:

Type options, press Enter.  
 4=Delete 5=Display A=Adjust C=Co Cases F=Fin Adjust V=Victims Z=Receipts

Cash	----	Parties----	J/	Order	Periodic	F	Total
Code	Respond	Payor	S	Begin Date	Amount	Amount	Balance
C	RST	JUV	1	JUV	1	Y	5/21/2003 2000.00 2000.00

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc F21=Print

Option "C" next to the order will display all co-parties.

STARR37 UCP9DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
 Co Defendants for Financial Order 6/04/03  
 Restitution Order Nbr: 3  
 Crt: F 37 13

Type options, press Enter.  
 4=Delete Ord 5=Display

Case	Co Defendant	
2003 0300001401	DANIEL VANROYEN	(Primary)
2003 0300001501	DUSTIN VANROYEN	
2003 0300001601	RANDY TODACHECK	
2003 0300001701	RUSSELL TODACHECK	

F3=Exit F10=Name F13=Cmnds F16=Calc

All co-parties are linked to restitution order number 3.

Case 2003 0300001401 for Daniel VanRoyen has been designated as the primary case.

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## Bonds

All bond processing is managed through Bond Actions.

Bonds may be accessed with option "B" from names or cases.

STARR37 UCHRDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Work with Names 6/04/03

Next: \_\_\_\_ Case: 2003 0300001701 Court: E 37 13

Type options, press Enter.  
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases F=Fin Info  
J=Juvenile M=Money W=Wills Z=Receipts

Name: VANROYEN

Name	X R	DOB	SSN	City	Alt
VANROYEN, DANIEL,	M WA	9/12/1985		BATTLE CREEK	
VANROYEN, DUSTIN,	M WA	2/12/1987		BATTLE CREEK	
VANSCHAARDENBURG, ELISABETH, J					
VANSCHOICK ORLIE C			363-28-1767		
VANSCHOICK, ANN,				ALBION	
VANSCHOICK, ARLIE, C.					
VANSCHOICK, CAROL, ANN				ALBION	
VANSCHOICK, CHRISTOPHER,	M WA	11/08/1975		ALBION	
VANSCHOICK, ETHEL, DOROTHY,			362-16-7461		+

F3=Exit F6=Create F13=Cmnds F16=Calc

MA C MW 11/002

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Start Novell Gr... A C B QuarkXPr... WordPerf... 2:23 PM

Some courts may prefer to create the bond information when entering an event - <Shfit F10>

STARR37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Edit Event 6/04/03

Crt: F 37 13  
Case: 2003 0300001801 DL JOHN GROSSBECK Open

Attorneys:  
REED Filed: 5/04/2003 Disposed: Reopened:

Evt: PET Dte: 05042003 Plea: \_\_\_\_ Dsp: \_\_\_\_ Pgm/Rslt: \_\_\_\_ Monetary: \_\_\_\_  
Pty: JUV 1 Cnt: \_\_\_\_ Attny: \_\_\_\_ Jur: \_\_\_\_ Due Dte: \_\_\_\_  
Cmt: \_\_\_\_  
Form: \_\_\_\_ Register: \_\_\_\_ Receipt: \_\_\_\_ Amount: \_\_\_\_

Legal Status: \_\_\_\_ Curfew Time: Weekday: \_\_\_\_ /Weekend: \_\_\_\_  
Placement: Type: \_\_\_\_ Custody: \_\_\_\_ Begin: \_\_\_\_ End: \_\_\_\_  
Facility: \_\_\_\_ Spec Rate: \_\_\_\_ Pty: \_\_\_\_ No Charge: \_\_\_\_

Schedule Next Action:  
Next: \_\_\_\_ Date: \_\_\_\_ Time: \_\_\_\_ Jur: \_\_\_\_ Ctrm: \_\_\_\_  
Cmt: \_\_\_\_

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds

MA C MW 11/002

Connected to remote server/host OSMLANS using port 23

Start Novell Gr... A C B QuarkXPr... WordPerf... 2:23 PM

F20 to create a bond action when entering an event.

## Bond Actions

Bond actions are used to track all activity that pertains to a specific bond. Bonds are defined, posted, reimbursed or disbursed through the bond action screen.

STARR37 UCQNETK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Bond Actions 7/14/03

Court: F 37 13  
Case: 2003 0300001401 DL DANIEL VANROYEN  
Count: —

Posted For: 3204472 VANROYEN, DANIEL,  
Posted By: 3204478 VANROYEN, VANCE,

Bond: 1 Type: CSH CASH BOND Status: 0 Balance: 500.00

Type options, press Enter.  
4=Delete 5=Display

#	Act	Action Dt	Amount	Description
1	SET	1/03/2003	500.00	SET BOND
2	PSI	1/03/2003	500.00	BOND POSTED
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

F3=Exit F10=Name F13=Cmnds F16=Calc

Callouts:  
- Determine the bond action (points to Case field)  
- Processing of the bond action (points to Action table)  
- Action No Action Receipt (points to Action table)

~Court

Courts ID number will default.

~Case

Case number and entitlement related to the processing of the bond.

~Count

Enter charge count number (optional)

~Posted For

The name number and name of person associated with the bond.

~Posted by

Prompt and select the name of person providing the bond requirements.

~Bond

Sequential number assigned to each bond for a name.

~Type

Enter the bond type code and description.

Example: Cash, Surety, Ten Percent

**~Status**

Indicates if the bond is "O" open/active or "C" closed/inactive. A bond is not considered open until a bond action of posted is entered, and returns to closed when the bond is returned or cancelled.

**~Balance**

Balance of a monetary bond that is posted.

**~Act**

Enter the action being performed on the bond. Each action has a specific path as defined by the system administrator in the bond action code file. These actions can also be defined to create an event in the register of actions when used.

Examples:     SET - No action, no effect on the balance  
                 PST - Action is receipt, with a (+) effect on the balance  
                 REF - Action is voucher, with a (-) effect on the balance

**~Date**

Enter the date the bond action is being executed.

**~Amount**

Enter the amount of the bond action.